FY 2024 Budget Request - Position Reconciliation Guidance and Instructions

Introduction

Agencies will use BARS to review the Budget Year (BY) position data and to make adjustments for any position data elements that need to be updated for their BY request. The starting point for FY 2024 Position Reconciliation (POS REC) is represented by the following formula:

FY 2023 Gov Allowance + Legislative adjustments + Approved collective bargaining actions or COLA's = FY 2024 starting point.

Agencies will begin the POS REC process for the BY Request in July. During POS REC, agencies will have the ability to process all needed position adjustments in BARS through to the "Released" (i.e. finalized) stage. Position adjustments processed during POS REC will be fully incorporated into the expenditures grid and become a final part of the budget request. Once POS REC is complete, agencies are to notify DBM that the task is finished by sending an e-mail to dlbudgethelp_dbm@maryland.gov and copying the OBA Analyst. Agencies must complete their POS REC work by the due date provided in the DBM guidance email.

Agency Preparation - Position Reconciliation (POS REC) – Reviewing Workday Data

Prior to the POS REC process in BARS, agencies should ensure their Workday data is up to date and accurate.

As part of the Workday review, agencies should:

A. Update Workday to include new positions that were approved during the most recent legislative session. Agencies are required to provide the newly created 6-digit Workday PINs to DBM so that DBM can implement the conversion, in BARS, of the associated "N" PINs to the new 6-digit Workday PIN.
B. Ensure that Workday is up to date for information relating to position location (i.e. subprogram), class code, grade, step, and fund source. Having this data up to date will make the BARS POS REC process much easier once it begins.
C. Compare BARS and Workday data to plan the changes that will be needed in BARS to bring that data up to date.

For abolished PINs, DBM will work with the Office of Personnel Services and Benefits (OPSB) to abolish PINs in Workday. DBM will also incorporate the position reductions in BARS on behalf of the agencies. Agencies will be provided a list of the new and abolished PINs.

Position Reports

BARS has several very useful position reports under the Reports tab to assist agencies in reviewing position data as part of their prep work.

1. **Position Detail** provides an Excel-friendly raw data extract of all agency personal data. To start, agencies will want to select the applicable year for the current request cycle, "Agency Request" for Budget Stage, and "Released" for Adjustment Status. Once POS REC has begun, agencies can add other "statuses" to the report which show the impact of the adjustments they are working on.

2. **Workday Difference** shows only positions that have differences between BARS and Workday for subprogram location, FTE, salary, class code, grade, step, retirement plan, increment month, and fund split. Any data points that match for a position are blank so users can focus on differences. Agencies should select the current Agency Request year as Fiscal Year Stage. Only "Released" adjustments are included in this report.

3. **Position Baseline Comparison** displays an agency's position data for both the FY 2023 Legislative Appropriation (which in turn is the baseline for FY 2024) and the FY 2024 Agency Request (which will reflect any adjustments you make during POS REC) for a side-by-side comparison. This is the "What did I just do?" report, and enables an agency to view the entirety of its position information in an easy to review format.

4. **Position Reconciliation Budget Impact** highlights the budget impacts of fund split changes, reclassifications, and other POS REC adjustments. This is important to review to ensure the adjustments made through POS REC have not moved the agency's budget too far from FY 2023 Legislative Appropriation amounts by fund.

New This Year – Increment Change

Per the instructions below, DBM's recommendation during Position Reconciliation is to use the "Copy Workday" functionality as much as possible, which saves users considerable time and effort. However, at the time of Position Reconciliation, employees set to receive the FY 2023 increment in January would be without an increment even though BARS FY 2024 data has been updated to reflect all increments. To avoid "Copy Workday" from removing the increment for those positions (thus under-budgeting salaries), BARS developers have implemented the following:

a. If a position is updated in BARS with an increment/step, it is flagged in the back of the system as having received that step.

b. When Workday data is imported into BARS, in the Position grid data for these positions will automatically update to the new step even if Workday itself still has the old step.

c. Users can therefore still use "Copy Workday" to expedite the Position Reconciliation process without incorrectly reducing the salaries of positions.

Overview Guidance

Workday Data – In the position tab of an adjustment, BARS provides a comparison of the FY 2024 position data in BARS and Workday position data. BARS provides a daily interface with Workday.

This Workday data has no impact on your budget unless you change BARS information based on (or copying from) that data. Rather, the Workday columns are an informative tool for analysis of the BARS data. Do not think that because the Workday column is correct everything is good to go—if the BARS data columns do not match that data, you will still need to make the adjustment. Agencies can use this comparison to identify adjustments that may be needed in BARS and/or updates in Workday. If users see Workday data from another Agency, it means BARS is accounting for PIN transfers between Agencies and Workday has not yet caught up to those changes. Users may move or change those PINs, but if users are applying the "Copy Workday **location**" option, please do not include those PINs.

Chart of Accounts (COA) and Object/Items – Agencies are encouraged to review their agency's units, programs, subprograms, or agency subobjects in BARS through the Agency Administration-COA Maintenance TAB. The BARS Chart of Accounts (COA) must be up to date in order for an agency to select any new account codes when making adjustments. Changes to the COA or Object/Items can be made

using the Agency Administration Tab – COA Maintenance (at the subprogram level only). Changes to Unit or Program level must be requested through the Budget Processing Team (BPT) at OBA. Please notify BPT that COA and/or Object/Item work items were created and have been submitted to OBA so we can "Approve" and "Release" the work item. Agencies need to send an e-mail to: dLbudget.help@maryland.gov and copy your assigned OBA Analyst.

At What Level to Make Adjustments - During the POS REC process, agencies can process one adjustment for the entire agency, adjustments for each unit, or adjustments for each program. OBA recommends that agencies make adjustments at levels that are manageable (i.e. at the unit level for large agencies). This will limit the number of adjustments that will need to be managed and approved. **Agencies should limit the number of PINs adjusted in per work item adjustment to 300 or fewer positions.** Including more than 300 may cause performance issues.

Agency Coordinator – Agencies are encouraged to appoint at least one user to coordinate that the overall agency position data is correct. Multiple adjustments will be made by agencies to move and change position data, and OBA has learned that this requires at least one point person to coordinate that all adjustments are complete and accurate.

Key Concepts

Position Adjustments in BARS
- Order of operation is critical in BARS.
- A move and a change may not be done in a single work item; they must be done as separate work items and in respective order of operation.

A. Order of Operation -
1. MOVE Positions 1st - Process all position moves (i.e. – changing the subprogram assignment) first and submit through to "Released" before making any other changes to an individual PIN.

2. Changes Positions 2nd - FUND, CLASS CODE, STEP AND OTHER POSITION CHANGES – should be done last and submitted through to "Released".

Following the above guidance will assure that positions are in the correct locations prior to making any adjustments to class codes, fund source etc., which could impact expenditures and will ultimately serve as the salary object values for BY request cycle.

B. Reorganizations -
Do not include PIN adjustments for reorganizations unless they have received official prior approval from DBM. *PLEASE DISCUSS WITH YOUR OBA ANALYST*.

C. "Position Reconciliation" as an Adjustment Type –
An agency's ability to push position-related work items all the way through to "Released" is only available using the "Position Reconciliation" Adjustment Type. Position Reconciliation as an Adjustment Type is only available to Agencies during the official POS REC process time frame (late July through late August). During this time period, Agencies have the ability to move AND change PIN data any way they wish and have the ability to push adjustments all the way through to "Released" on their own. After the POS REC cycle, the Position Reconciliation Adjustment Type will no longer be visible to Agencies.

D. Position adjustments after POS REC has closed -

After the POS REC cycle has closed, agencies may still create BARS positions adjustments, but they will be limited to *either a PIN move or a PIN change* but not both, even in separate work items. In addition to using a different adjustment type, position adjustments after POS REC can only be submitted to Unit Approved and will need to go through the Budget Request Submission (BRS).

E. Vacancies –

Workday should be used as a guide in reviewing and updating the staffing status.
- Identify vacant positions using Workday (snapshot of vacancies on the day the report is run).
- The number of vacancies should be within historical levels.
- Use comp object 0112 during the budget request if additional funding for reclassifications is necessary, but generally OBA advises agencies to utilize the POS REC exercise to budget for known promotions or PIN downgrades (i.e. after a known retirement).

F. Turnover & Health Insurance –

Turnover and Health Insurance (HI) expenditures are not part of the POS REC process. However, as agencies adjust their positions through Position Reconciliation, they should be mindful of the impact on their budget request:

1. If positions are moved or salary costs are changed, agencies should also adjust turnover (0189) via adjustment in the budget request so the turnover expectancy percentage remains reasonable for each subprogram by fund type. The Turnover tab functionality can help expedite this process (see separate guide).
2. Health insurance subobjects (0152 and 0154) are controlled subobjects and cannot be adjusted by agency/fund type with budget submission. However, if positions are moved, added, or abolished, 0152 and 0154 should also be realigned between units, programs, and subprograms through the budget submission process. This realignment will require a separate adjustment.

Please see Budget Instructions for guidance on updating these expenditure areas through the budget request process.
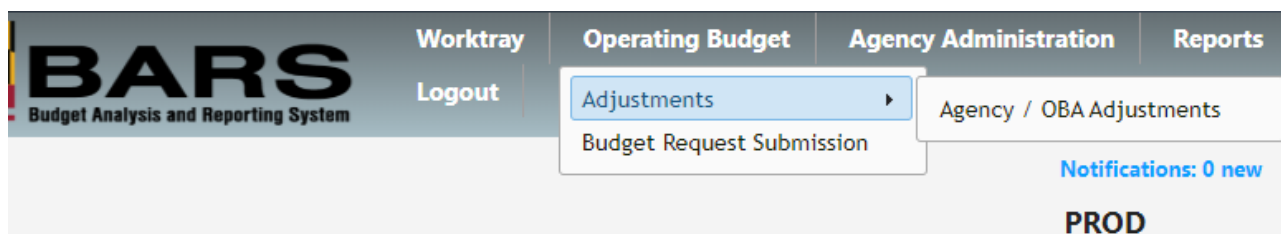
G. DBM Support -

Both your assigned DBM analyst and the Budget Processing Team (BPT) within the Office of Budget Analysis are available to respond to any questions and provide assistance. Please contact your OBA analyst first for assistance.

Steps for Creating Agency Position Adjustments in BARS – BY Request Instructions (Guidance for prior fiscal years is later in the document).

Step 1 - Getting to the "Agency Adjustment" screen in BARS.

Under "Connect Maryland Secure Portal" Log into BARS Production. This will take you to the BARS homepage Worktray.   In the BARS Worktray, place your cursor over the **Operating Budget tab** at the top of the page, select **Adjustments** > **Agency / OBA Adjustments**.

Step 2 – Completing the Overview Tab:

In the Overview Tab — Set up for Budget Year (BY) Position Reconciliation.

Selects: (1) Select **Agency**, (2) Set adjustment type to **Position Reconciliation**, (3) set Stage to **Agency Request,** (4) Set Budget year to **FY 2024,** (5) Create **Name** for the adjustment, (6) check or uncheck **Visible to OBA**, and (7) Provide a **Description** of the adjustment in the description box. Agencies may add any information in this section, including dollar figures, program name and budget location, or a synopsis of the agency justification. It is suggested that agencies develop a system of naming conventions, e.g. – "POS REC – [Unite Code]" to make them easier to research later.

Next, under **Show Supporting Detail (SD)** towards the bottom of the screen, select the Positions box.

A Positions tab will now appear as an available option in between the Narrative and Expenditures tabs.

Step 3 – Position Tab

The Positions Tab has upper and lower grids. The Position Review grid (top grid) is used to view and select position data for editing. The Positions grid (bottom grid) is used to make edits to the position data selected.

To bring in your position data, select the magnifying glass next to the **Position Sub-Program Filter.** A box will appear allowing you to select all programs or by a specific unit, program, or subprogram for your agency. Select the programs, etc. you wish to edit (they will become bolded). Selecting the Unit level will bold all levels underneath it. Selecting by Program will bold all subprograms within in it. The user may unselect a program or subprogram by clicking it again (bolded subprograms are the ones that

will load). For smaller agencies, it is feasible to make all of their position changes in one adjustment, however for the larger agencies, the position adjustments should be limited to 300 PINs.

Drop down box sample:

Once you have highlighted all of the program data you want to look at, click on **"Accept Selection"** on the top left. This will ready BARS to load only those sections of the agency's positions. Also note that there are other actions on the top right that can be performed such as Filter, Reset, Expand All, etc.

The Position Sub-Program Filter now reflects the list of subprograms for which PIN information will be loaded. Select "Load PIN Data"and the upper grid will populate with PIN data. The position data will include both BARS and Workday information for location, class code, job title, FTE number, etc.

BARS will highlight any instances where BARS does not match Workday
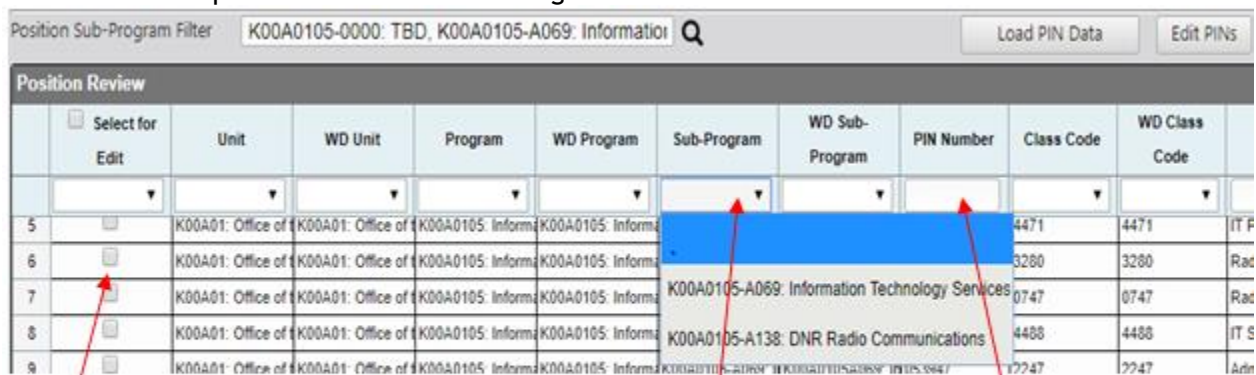
Step	WD Step
0	0
10	13
7	0
12	4
20	20
20	20
18	18
11	12

Step 3.A – Selecting PINs for Edit – Position Review (Top Grid) -

There are two ways to select PINs for edit.

1) Individually check all of the boxes on the left side of the screen **under** "Select for Edit" next to the PIN(s) you wish to edit and then select the "Edit PINs" box, OR

Use filters to help refine and aid in selecting PINs for edit.

Check box to edit   Use down arrow to select by Subprogram

Type in PIN number and select for edit

2) Use the Location Discrepancy and Class/Step Discrepancy on the far right of the upper grid to select PINs. Apply the drop down arrow and select "True" then scroll back to the left and select the box **next** to **"Select for Edit."** Doing so with Location Discrepancy will choose all positions where there is a location difference between BARS and Workday, whether it be subprogram, program, or unit. Choosing Class/Step Discrepancy will select all positions where there is a difference in class or step between BARS and Workday. Once PINs have been checked, select the "Edit PINs" box.

Sample selecting True   Sample selected Discrepancy PIN reflected

Sample Select for Edit

Step 3.B – Editing PINs – Positions (Bottom Grid)

Once a user has selected PINs and clicked on the **"Edit PINs"** box, the lower grid will populate with the PIN data associated with selected PINs from the upper grid.

Users may choose to edit PINs directly in the lower grid or, if there are a lot of PINs, export the lower grid to Excel.

After the lower grid is populated, *if a user wants to include additional PINs, they must "Clear" the lower grid, go back to the upper grid, select the additional PINs under the "Select for Edit" column*

and click "Edit PINs" again to populate lower grid. If you no longer want to edit a PIN the in the lower grid, type "Unchanged" in the Action column, <u>BUT DO NOT SELECT THE TRASH CAN</u>.

<u>Exporting to Excel -</u>

If there are many PINs being edited, users may choose to export the lower grid position data to Excel, make edits, and then import the file back into the lower grid. Once the lower grid is populated, you can export the PINs to Excel by clicking the **Export** button located in the bar under the lower grid.

Depending upon your browser settings, an Excel file will immediately open with your data OR a file tab will appear in the lower left hand of your screen.

For some users the Export is blocked by the browser's pop-up blocker. In Chrome, that should look like this:
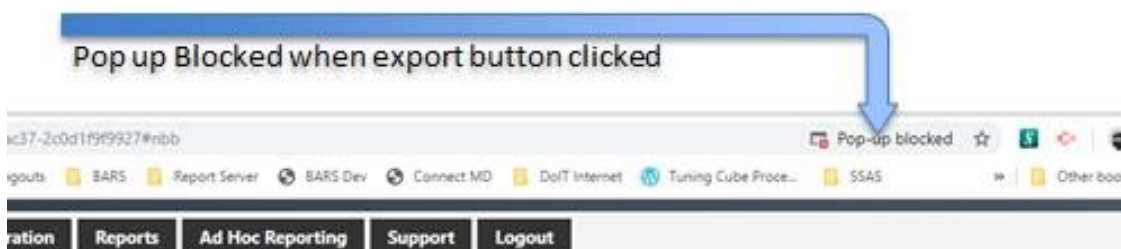
If you see the red X, then
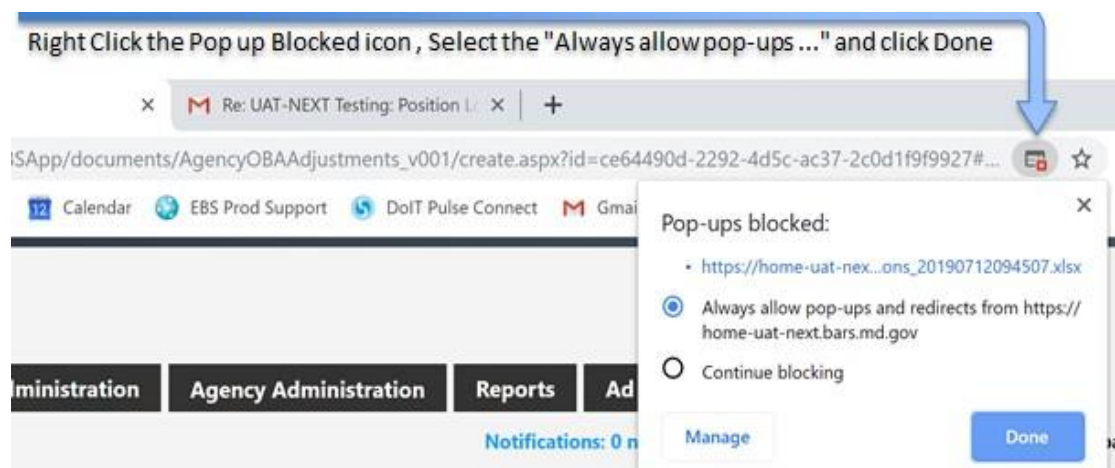
Do not clear the BARS lower Positions grid after EXPORT if you intend to reimport changed data back into BARS. For any positions you would no longer like to edit, type "Unchanged" into the **Action** column. <u>The user **may not** add new PINs for edit into Excel and import them into the grid</u>.

<u>Importing in BARS –</u>

To **Import** a file, click the Choose File option from the bar located under the lower grid, select the file, and then select import.

As a reminder, please process adjustments using the guidelines below:
1. Users may NOT process a move and a change to one PIN in the same adjustment. Moves and changes must be done as separate work items.
2. MOVES - Process all position moves first and approve through to "Release" before making any fund or class code changes to a PIN.
3. FUND, CLASS CODE, STEP, AND OTHER POSITION CHANGES – should be done last.

BARS will not allow users to edit a PIN that is flight in another work item that has not been submitted to either "Released" or "Voided". If a PIN in flight has been inadvertently included in a work item, when the user goes to Submit, they will received the validation error message below.

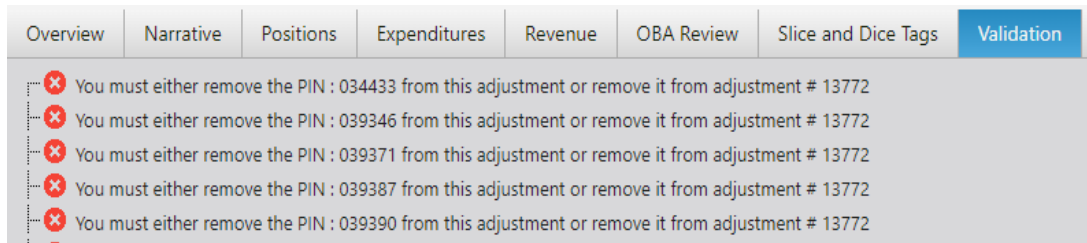| Overview	Narrative	Positions	Expenditures	Revenue	OBA Review	Slice and Dice Tags	Validation

❌ You must either remove the PIN : 034433 from this adjustment or remove it from adjustment # 13772
❌ You must either remove the PIN : 039346 from this adjustment or remove it from adjustment # 13772
❌ You must either remove the PIN : 039371 from this adjustment or remove it from adjustment # 13772
❌ You must either remove the PIN : 039387 from this adjustment or remove it from adjustment # 13772
❌ You must either remove the PIN : 039390 from this adjustment or remove it from adjustment # 13772

Users have only two options at this point:
1) Submit the current work item to "Continue Working" and then to go to the **other** work item in flight and submit it to either "Released" or "Void" OR
2) In the lower grid of the **current** work item, select "UNCHANGED" next to the PIN evoking the validation error. Otherwise, you will be unable to Submit the current work item.
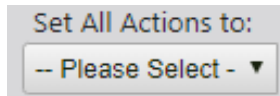
3.B.1 - Set Action First

For each position in the lower grid, users **must first** choose the **Action** they want to implement in the second column of the grid. Options include:

*   **Abolish -** If a position is no longer valid. *Note*: Position Reconciliation adjustments do not allow a net change in FTE total, so if any positions have been abolished in an adjustment another position must also be added in the same adjustment.

*   **Add -** This action auto-populates if a row is added to the grid. *Note:* Position Reconciliation adjustments do not allow a net change in FTE, so if any positions have been added in an adjustment another position must also be abolished in the same adjustment. Also, if you add a position, users cannot add a PIN number themselves in the grid – BARS will add a placeholder PIN number starting with "N" for you upon submission.

*   *Attach to Workday. This is an **OBA-specific function**, and not available to agency users. If an agency needs to add a workday PIN due to changing of FTE, contact BPT. Example – PIN was 1.0 FTE and gets split into two .50 FTE. Or two .50 FTEs are combined to create a new 1.0 FTE (only applies if new workday #).*

*   **Move -** Select this option if positions are moving elsewhere in the agency's chart of accounts (i.e. changing subprogram, program, and/or unit). Again, positions can only be moved **or** changed in an adjustment, not both.

*   **Change -** Select this option if edits are needed to any non-location data for a position (class code,

step, staffing status, fund split, etc.).

If all of the positions in the Positions Grid will have the same action, users can select the **Set All Actions to** button, select the action, and that action will auto-populate in the Action column of the grid.

Set All Actions to:
-- Please Select - ▼

3.B.2 – Change Options

Allowed changes are based on the Action selected. For example, if **Move** is selected, users are limited to only editing chart of account data. If **Change** is selected, users can edit all of the following items:

- **Fund Type** - Ensure that the sum of General Fund %, Special Fund %, Federal Fund %, Reimbursable Fund %, and Non-Budget Fund % equals 100%. Agencies should ensure that the allocation of fund type is correct as the Copy Workday feature does not include fund type. Changing of fund types must be done in BARS. **BARS calculates Object 01 salary and fringe values based on fund type so it is essential that agencies look at fund types to ensure they are correct.**

- **Class Code** – This selection drives the Grade, Job Title, and the salary (when combined with step and FTE number).

- **FTE Number** – Agencies should ensure that no FTE exceeds 1.0 FTE and the final FTE count reconciles to expected POSCON totals by program and agency.

- **Step** – Users must verify the steps are complete and correct, with no null values, as this directly impacts budgeted salaries.
- **Slope, Flat Rate, and Executive Pay Plan Positions** – This column should be checked for such positions. Users verify that the salary data is consistent with Workday and make adjustments accordingly (only for these positions can salaries be hard keyed in).

- **Increment Month** - Ensure that each position has January (01 in Excel) if the employee Entry of Duty (EOD) date *is between Jan. 1 and Jun. 30,* or July (07 in Excel) if the EOD is *between Jul. 1 and Dec. 31.* Positions will default to July if field is blank.

- **Retirement Code** - Verify that the field is filled with the appropriate retirement code for this position. Select the "No Retirement" option if the employee is not entitled to retirement. **Accuracy of retirement codes is important as BARS calculates retirement costs based associated retirement rate tables. If the code is wrong, the wrong rate and subobject will be used.**

- **Staffing Status** - In general, users should update this field to match Workday data unless there are open recruitments or impending retirements. Note: any position with staffing status of "open" or "frozen" will be rebased to the appropriate step (zero in most instances).

The Workday columns are not editable fields in BARS**.**

Useful Tip - Copy Workday Functionality

If users want to copy the Workday either (a) location or (b) class/step/staffing (filled/vacant/open) into BARS, the lower Positions grid has a very useful functionality. Simply scroll over to the right in that grid and you will see the following columns.

If (a) was your intention, you must have **Move** as your Action then select either the entire column or individual rows to Copy WD location, and if (b) is your plan then **Change** must be your Action then you can select that column or individual rows. Selecting the checkbox at the top of the column will select all positions with the correct action and with relevant differences between Workday BARS. Note that Copy WD Class/Step/Staffing does <u>not</u> copy any *other* information from WD (fund type , FTE, etc.).

Please note that positions in BARS have been updated for increments based on the July/January increment month. The positions with January increments will not be updated in Workday at the time of POSREC. Be careful not to use "**Copy Workday- Class/Step**" functionality for these positions as it would lower the salary values.

Step 3.B.3 – Action to Update PIN Data and Expenditure Grid

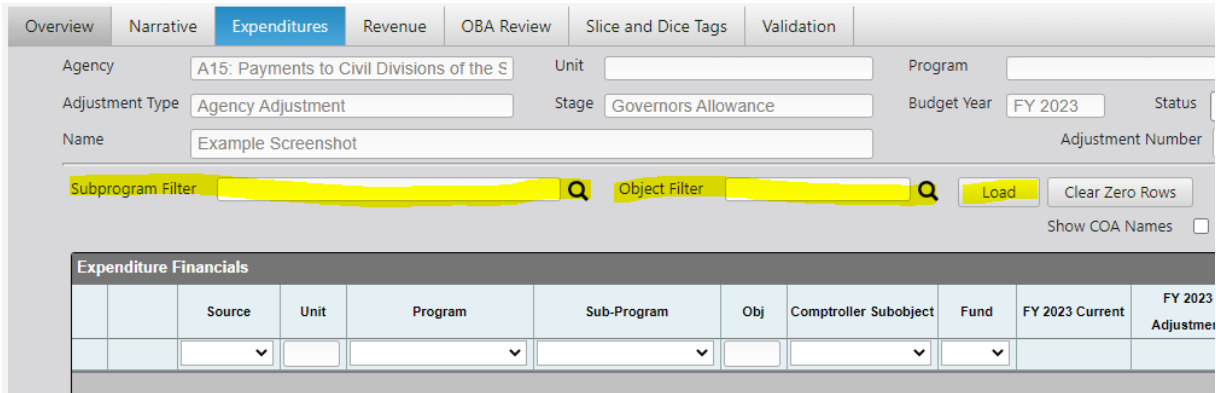Once all desired edits/changes have been made in the grid, select **Update PIN Data** button above the lower grid**.**
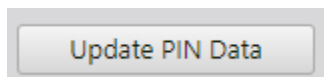
Next, select the **Populate Expenditure** button above the lower grid.
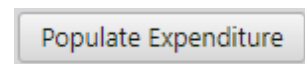
Step 3.B.4 – Verification of Expenditure Tab & Populating Revenue Tab

In the <u>Expenditures Tab</u>—

Confirm the information brought over from the <u>Positions Tab</u> is correct, particularly if your agency uses agency subobjects (i.e. ensure the correct subobject codes are populated). If you want to view the changes in the context of existing budget numbers, select the magnifying glass under **Subprogram Filter** to bring up a window to select a specific unit, program, or subprogram of your agency.

To load a specific subdivision of an agency, click on that program or subprogram to bold that portion of the budget. Once you have bolded all of the desired units, programs, and subprograms, select **Accept Selection** to ready those sections of the budget to be loaded.
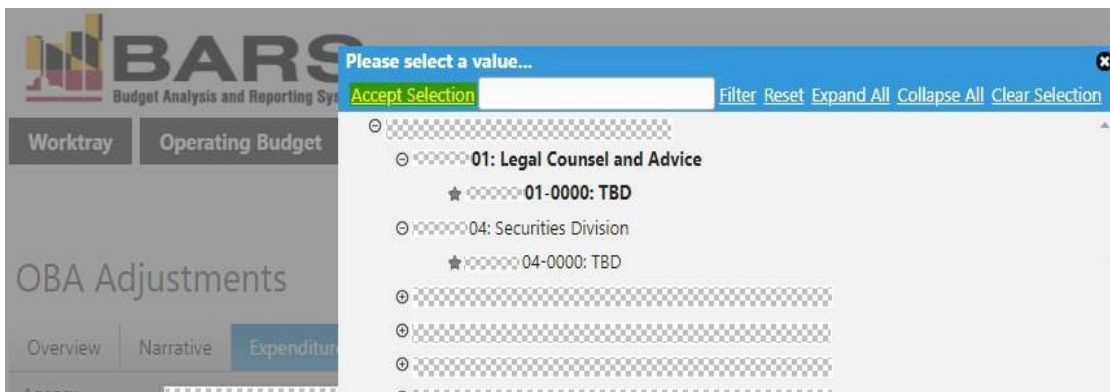
Select **Load** to populate the readied sections of the budget into the Expenditure Financials grid below. Once the data has been reviewed, select **Populate Revenue** to bring the expenditure dollars over to the funding side of the adjustment.

Step 3.B.5 – Verification of Revenue Tab

In the Revenue Tab—

Confirm that the desired funds are in the "FY20XX Adjustment" column . Existing revenue may be loaded using the **Revenue Program Filter** similar to the Subprogram Filter in the Expenditure Financials grid. This will bring up additional unit and program selectors to populate the Revenue grid with fund values already uploaded and "Released" within BARS.

If the adjustment includes non-General Funds, the agency must identify the specific source of the funds in the "Fund Source" column. Click on the magnifying glass and select from the list of available fund sources. If further guidance is needed, see separate user guide on utilizing the Revenue Tab.

Step 3.B.6 –Submit Work Item

Once you have determined that the desired changes have been made and the Expenditures and Revenue dollars are as expected, select the blue **Submit** button blue on the top right of the screen.

You will be prompted to "Continue Working" or "Submit for Review". If you plan to continue working at a future time, add a work comment and select to Continue Working.

If you are finished and ready to move on, add a work comment and click the Submit for Program Approval button. If there are no validation errors (see below), a blue ribbon will appear at the top of your screen confirming submission success. You may want to write down the work item number that is generated in order to help track adjustments and find the item in the future (this is a five digit number unique to each action taken in BARS).

During Position Reconciliation, agencies should submit position actions to "Released". Go back to the worktray, select the work item and Submit to the next status level and repeat until "Released" (i.e. Submit for Program Approval, then Unit Approval, then Agency Approval, then Release).

Unfortunately, if there are validation errors, you must correct them before moving on. Once fixed, follow guidance to Submit.

Creating Position Adjustments in BARS – Current Year

Agencies must contact BPT and their OBA Analyst for guidance BEFORE making any changes in BARS for CY 2023. Current year position adjustments are limited to material changes such as DBM approved reorganizations and thus require amendments. See separate guidance on budget amendments for more specific instructions.

Steps for Creating Position Adjustments in BARS – Prior Year (Actuals)

Working on Prior Year (PY) positions is done as part of the budget submission process rather than specifically during POS REC, and related adjustments therefore go through the BRS when an agency submits their entire budget. Changes should be limited to material changes, such as approved reorganizations or to omit contractual positions dollar reflecting as permanent positions. Moves within the FTE count (between units/programs) must net to zero. Total FTE counts may NOT change, and expenditures changes may not be less than the current total.

Users can adjust PY position data by creating a work item in much the same way as instructed for the BY Request starting on page 4. User would need to select the Adjustment Type **Actuals Adjustment** and the stage will default to Agency Actuals and the year will change to the PY fiscal year. Next check the box next to positions and the following new tab will appear at the top – "Prior Year Positions Count." Go to the PY Position Tab, select PY Positions Program Filter and the select Load PY Summary.

Review the PY Position Count tab, make changes as needed to the FTE counts or salaries, using the Adjustment columns to the right. In total, users cannot change FTE PIN counts for the agency. Once PY adjustments are complete, Submit to **Continue Working** or Submit through "Unit Approved"; depending upon whether or not you are finished working on actual PIN data.

Again, PY position adjustments are done through the budget submission <u>not</u> during the official POS REC process. As such, **related adjustments cannot be directly "Released" by the agency but must be submitted through the BRS module**.

The Last Step – 3-Year Position FTE Check

When agencies have completed, approved, and released all position adjustments associated with their FY 2024 Position Reconciliation, the following steps should be taken in preparation for submission to DBM.

Update the POSCON 3-year Position FTE allocation by program spreadsheet (provided separately via email) to reflect the agency "revised" FTE counts by program. **Please contact Kurt Stolzenbach regarding any PIN count FTE discrepancies via email to** dlbudgethelp_dbm@maryland.gov

Agencies should perform the following actions:

1. Filter to your agency.
2. Review FTE totals for each year to ensure they are correct. This action can be performed by individually highlighting columns E, F and G and confirming the sum on the bottom row, located on the left of the file.
3. Adjust FTE counts between Programs, as needed using column G – I.
4. Ensure that any changes in columns G – I net to zero using the same process of highlighting explained in step 2.
5. Confirm updates to Program totals are correct in columns J thru L.
6. Ensure that the 3-year Position Control FTE check matches what the agency has in BARS. The user is encouraged to use the BARS **Organization 3 Year Position Summary (Report #1)** to reconcile the data.

The 3-year Position Control FTE check file is due **August 26th**; coinciding with the end of the position reconciliation process. DBM will be reaching out to non-SPS agencies individually regarding FTE counts.

Submission to DBM

1. E-mail dlbudgethelp_dbm@maryland.gov and your OBA analyst notifying them that the agency position reconciliation is complete and ready for review. Subject line should be 3-digit agency code and POS REC Ready for Review. Example: **F10 POS REC Ready for Review.**

2. Include your agency's "revised" POSCON 3-year Position FTE file as an attachment in the e-mail.